HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: CATERING SERVICES SPECIALIST

<table>
<thead>
<tr>
<th>FLSA STATUS:</th>
<th>Non-Exempt</th>
</tr>
</thead>
</table>

CLASSIFICATION SUMMARY: Responsible for assisting the chef with creating menus, conducting inventory, and purchasing food and supplies. In addition to preparing and setting-up meals and refreshments, incumbents ensure proper storage and sanitation practices are followed.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. *Illustrative only – not inclusive of every task assigned to a position.*
   Prepares a variety of foods for use in weekly and special event menus.

2. Monitors and tracks inventory and acts as a liaison with vendors for orders and procuring specialty items as needed.

3. Finds and tests new recipes for taste and presentation in buffet lines or for special event requests; may collect billing for special occasion items.

4. Monitors and performs kitchen cleaning, sanitizing, and general maintenance; arranges for equipment repair as needed.

5. Attends buffets and special events to assist with food presentation and refills; interacts with guests to monitor reaction to new recipes and foods.

6. Receives and stocks inventory orders; ensures proper rotation of food to minimize waste.

7. Analyzes needs for upcoming events and ensures special dietary needs and time changes are met.

8. Performs other duties as assigned.
CLASSIFICATION DESCRIPTION TITLE: CATERING SERVICES SPECIALIST

**Training and Experience** (positions in this class typically require):
High School Diploma or G.E.D., supplemented by up to one year specialized or technical training and two years culinary experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):
- None Required.

**Knowledge** (position requirements at entry):
Knowledge of:
- Food preparation practices;
- Cleanliness and sanitation practices and techniques;
- Methods of instruction and teaching;
- Institutional cooking equipment operation;
- Inventory maintenance;
- Assigned department operations and functions;
- Customer Service principles.

**Skills** (position requirements at entry):
Skill in:
- Preparing a variety of food items;
- Ensuring a balanced menu;
- Teaching and preparing presentations on a variety of baking methods and topics;
- Working independently;
- Exercising judgment and discretion;
- Cleaning and sanitizing dishes, linens, and other kitchen items;
- Maintaining inventory;
- Applying customer service principles;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
### Classification Description Title: Catering Services Specialist

**Physical Requirements:**
Positions in this class typically require: reaching, standing, walking, fingerling, grasping, feeling, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to vibrations, fumes, odors, extreme temperatures, work space restrictions, and intense noises.

---

**Note:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Date created: (08/08/2007)

---

Signature of Employee __________________________ Date ________________

Signature of Supervisor __________________________ Date ________________